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ABSTRACT

This book highlights techniques that can be implemented to build library collections on jobs and careers. The authors explore demographic and economic changes that influence the job market and the future of the workforce. They also examine how resources have shifted from books to collections incorporating Web pages, CD-ROMs, and audiovisual materials. The following papers are included: (1) "Help Wanted: Job & Career Information for the New Millennium: Economic Overview and the Role of Special Libraries" (Timothy A. Dixon); (2) "Career Collections in the Age of Internet Job Hunting" (Roberta Astroff and Mary R. Strow); (3) "Career Collections in Public Libraries: San Francisco Public Library's Job & Career Information Center" (Edgar McCray); (4) "Career Exploration Resources" (Ryan Womack); (5) "Employment Vacancies" (Glenn McGuigan); (6) "Cover Letters, Resumes, and Interviewing" (Diane Zabel); (7) "Wages and Salaries" (James E. Nalen); and (8) "Internships" (Matthew Wayman). Many of the papers contain annotated lists of resources. (MES)

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